

## **PAPERS / PUBLISHABLE PRESENTATIONS: GUIDELINES AND TEMPLATES**

Authors have a choice in what type of publishable format they submit for publication in the conference proceedings. TFAWS 2002 allows for the submittal of either a manuscript or publishable presentation. The publishable presentation consists of a set of well-annotated presentation charts based on the content of the author's presentation during the actual paper session.

**Note:** *During the conference, the resources available to presenters include a computer loaded with Microsoft Powerpoint 2000, a computer data projector, and an overhead projector. Presenters are encouraged to bring hard copies of slides for backup purposes. Presenters who choose to bring and use their own laptop computer do so at their own risk: availability of compatible equipment, adaptors, connectors, etc. is **not** guaranteed.*

Manuscripts and publishable presentations submitted **by the deadline** (see key dates below) will be electronically published. In addition, a booklet containing abstracts will be available at check-in. In order to complete this abstract booklet, authors are asked to submit a final title, final abstract, and author information by the June 28 deadline, as indicated below.

### **Key Dates:**

<b>Initial Abstract due to your Session Chair</b>	<b>April 29</b>
<b>Acceptance Notices sent to Authors</b>	<b>June 3</b>
<b>Final Title, Author Information, and Abstract due to your Session Chair</b>	<b>June 28</b>
<b>Final Paper (or Publishable Presentation) in Electronic Form and Paper Clearance Form due to your Session Chair</b>	<b>July 19</b>
<b>Last Day for Registration</b>	<b>July 19</b>

To facilitate the electronic publication of the manuscripts (or publishable presentations) it is requested that the authors submit them in Adobe PDF electronic format. If access to PDF conversion software is unavailable, submissions in Microsoft Word or PowerPoint formats are acceptable.

Authors are expected to follow their NASA center's or company's export control procedures to obtain disclosure approval for the technical content they plan to present and submit for publication. (This includes both manuscripts and presentations.) As a record of disclosure approval, authors must submit a completed Paper Clearance form, via mail or FAX, to their paper session chair. This process may be lengthy, so adequate time must be allotted for completing the process prior to the July 19 deadline. If the form is submitted late, the paper will not be published in conference proceedings. If the form is not submitted at all, the presentation cannot be made at the conference.

An electronic version (in Microsoft Word format) of the Paper Clearance form is available at the link below, as well as suggested templates for creating the manuscript (or publishable presentation) in Word (or PowerPoint) format.

**Disclosure Approval Statement:**

[PaperClear rev.doc](#)

**Printable Instructions:**

**Template for Manuscripts:**

[Paper Template \(Word\)](#)

**Formatting Guidelines for Publishable Presentations:**

[TFAWS2002PublPresTemplate rev.ppt](#)

***Note:*** The PowerPoint document contains notes that can only be read when opened from disk, not from an internet browser. Save the file, then open it from your own computer.